

George Holmes Bixby Memorial Library Minutes

October 3, 2013

Attendance: Deborah Rogers-Chair, Elizabeth Hunter Lavallee-Secretary, Kelly Marshall-Trustee, Carol Brock-Head Librarian, Mary Farrell-Children's Librarian, Robin Haubrich and Janet Hicks-Alternate Trustees

Meeting convened at 7:00

1. Minutes

- a. Sept. 5, 2013 minutes were approved as presented

2. Treasurer's Report

- a. Treasurer's Report was not available for review

3. Old Business

- a. Plumbing/geo-thermal
 - i. Henry has gathered information, knows requirements for modifications, options for repairs will be presented and implemented soon.
- b. Investment Status
 - i. Elizabeth and Deb continue to work with Waddell and Reed. Upon the signature on the document that was just received, they will be able to work with local office. Upon discussion with the local office they hope to have options for the Trustees to consider at a future meeting.
- c. Sirkka Holm DVD sales
 - i. 66 advance orders have been placed=Roughly \$580 profit
 - ii. 200 copies ordered, all of them sold would be around \$2,500 profit
 - iii. Francetown News paid for full cost of production of \$468 in support of this fundraiser.
 - iv. Monadanock Ledger is interviewing Elizabeth. Article will appear as early as next week.
 - v. DVDs will be available for distribution and sales between Oct. 16 and Oct. 31.
 - vi. Kay Anderson taking care of packaging/mailing for advance orders.
 - vii. There will be a press release going out to tie the DVD in with Veteran's Day.
 - viii. Elizabeth welcomed ideas of how to spread the word about the DVD, especially for those willing to spearhead the effort.
 - ix. The Board thanked Elizabeth for all of her work. Also, Deb suggested that we send a food basket to thank Sirka. Board agreed and it will be discussed at a future meeting.

4. New Business

a. Personnel Policy Change

- i. Discussion of the benefits for the position of Children's Librarian. A motion was made, seconded and passed that the policy for the Children's Librarian reflect the addition of 6 non-cumulative sick/personal days and vacation equal to two weeks of normal working hours. This is to become effective immediately. This will not affect the bottom line for the Library's budget. Deb will change this in the Library's policy document.
- ii. A motion was made, seconded and passed that the Library not accept the Town's Personnel Policy.
- iii. Carol will advise Mike at the Town Office of two preceding items.

b. Resignation

- i. Cathy has resigned from her position of Treasurer and Trustee to become effective immediately.
- ii. A motion was made, seconded and passed that the Trustees accept with regret her resignation.
- iii. A motion was made, seconded and passed that the Trustees accept the resignation of Elizabeth as Secretary to become effective immediately.
- iv. A motion was made, seconded and passed that the Trustees accept Kelly for the position of Secretary to become effective immediately.
- v. A motion was made, seconded and passed that the Trustees accept Elizabeth for the position of Treasurer to become effective immediately.
- vi. A motion was made, seconded and passed to authorize Deborah N. Rogers and Elizabeth Hunter Lavallee full authority as signatures for any and all accounts of the George Holmes Bixby Memorial Library.

c. Community Supper

- i. Kelly will contact Mike in regards to oven use and time for cooks to arrive.
- ii. Martine and Roon from the Friends have offered to help serve.
- iii. Kelly will contact Heather about condiments, coffee, etc.
- iv. Friends will be contacted in regards to possibly supplying desserts.
- v. Shells will be ordered from same company in Hillsboro.
- vi. Deb offered to do the shopping.
- vii. Kelly or Mike will contact Trustees about the plans and assignments.

d. 2014 Budget Review

- i. Carol went over the budget that will be sent to the town.
- ii. One change reflects 20 additional hours for Carol so that there are two staff on for Saturdays in the summer.
- iii. The other change reflects 2 additional hours a week for the Assistant position. This will allow for more help, but also make the job more appealing for applicants.

- iv. Deb, Carol and Elizabeth will work together on the presentation of the budget for future town budget meetings.
- v. A motion was made, seconded and passed to accept the 2014 Budget as presented by Carol.

5. Librarian's Report

- i. Carol updated us about the downstairs carpet. Carol will contact a flooring company to come and look at the situation and Carol will bring the information to the Trustees at a future meeting.
- ii. Carol went over the Monthly Stats.
- iii. Reviewed the Town Monthly Budget for the library
- iv. Alarm system was checked and it is all set.
- v. There was an Affordable Care Act presentation given at the library by AARP and 20-30 people attended.
- vi. Quest Tour visited the library.
- vii. Children's Programs continue: Story Time and Reading with Riley. A donation was made to Destiny Africa, a FES enrichment program that was held at the library.
- viii. The Library's 90th Birthday Party will be held on Saturday, Oct. 19 from 2-4. Postcards on the event have been mailed out to all in Francetown.
- ix. For the celebration Carol will need a check for the cake and cupcakes and a check for the face painter.
- x. Carol will put together a quote for the amount of additional hours that would be necessary for the staff to work in order to complete the automation of the collection. The trustees indicated they would consider funding it outside of the library's regular budget, to help get this important job completed.

6. Public Comment

- a. None

Adjournment: 9:00 PM

Next Meeting: **November 7, 2014 @ 7:00** (Approximately, we will be conducting the Community Supper before the meeting.)

Respectfully submitted,

Kelly B. Marshall, Secretary

